

EPIDEMIOLOGIST

DEFINITION: Under administrative direction, performs work of unusual difficulty in performing complex epidemiological investigations, research and policy development relating to epidemiologic studies of disease or injury including evaluation of behavioral and clinical interventions; reviews and evaluates disease, injury reporting and surveillance systems; maintains disease reporting systems; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides guidance and direction to staff involved in epidemiological investigations and disease surveillance; exercises professional responsibility in the planning, development, organization and investigation of disease clusters of communicable disease outbreaks, chronic illness conditions, disease risk factors or other adverse health outcomes using epidemiologic methods; determines appropriate methods of disease investigations and surveillance; prepares specialized or complex reports, surveys or analysis; ensures that strategic plans, mission and values are communicated and integrated into program goals, objectives, work plans and services; conducts performance appraisals.

Provides technical guidance and/or conducts field interviews of case, potential case and control of subjects, governmental officials and others to ascertain disease incidence and prevalence; conducts evaluations of control measures related to communicable, chronic or environmentally induced diseases or injuries; provides technical guidance and conducts in-depth investigations of disease clusters of communicable disease outbreaks, chronic illness conditions, disease risk factors or other adverse health outcomes using epidemiologic methods, including but not limited to gathering information and/or biological specimens; writes detailed reports of epidemiologic investigations or inquiries, outlining methods, procedures, events, evidence, activities and results and makes recommendations.

Maintains contact with federal, state and tribal agencies, other parties of interest and/or other funding sources including public health, medical and other health care professionals to encourage proper reporting of injuries and communicable, chronic or environmentally induced diseases and conditions; communicates with health care providers, social service agencies, schools, federal, state and local officials, the media and others concerning disease and injury investigations, prevention and control; proposes, initiates and/or conducts epidemiologic investigations, surveys and special studies relating to public health, including assessment of risk behaviors or continuing risk of exposure to specific agents; prepares, reviews or edits grant applications, research reports and other public health documents; assists in the preparation of budget, modifications and resolutions.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principles and practices of epidemiology.

Knowledge of principles and practices applicable to the control and prevention of disease.

Knowledge of methods, procedures and techniques used in developing, implementing and maintaining disease surveillance and control programs.

Knowledge of medical methods and practices used in the control of a variety of diseases.

Knowledge of methods to prepare scientific research reports.

Knowledge of statistical software analysis, programming and data management.

Knowledge of computer applications related to the work, including database development, modifications and report generation techniques.

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Skill in conducting scientific studies and investigations required to identify and isolate various diseases.

Skill in analyzing and evaluating a wide variety of technical epidemiological data.

Skill in planning, implementing and coordinating various research studies.

Skill in functioning independently in the performance of epidemiological investigations.

Skill in developing project proposals and writing grant applications.

Skill in verbal and written communications and interpersonal communications.

Skill in organizing and prioritizing work.

Ability to assign, review and supervise work of subordinates.

Ability to develop improvements in or design new work methods and procedures.

Ability to conduct business in a mature and emotionally stable manner.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Master's degree in Epidemiology, Public Health, Health Care Administration; and two (2) years of experience in epidemiologic investigations or public health programs.

PREFERRED QUALIFICATIONS:

- One (1) year of epidemiological investigation experience.
- One (1) year of experience working with Center for Disease Control (CDC) Epi Info 7.
- Statistical Analysis Software (SAS) Training.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.